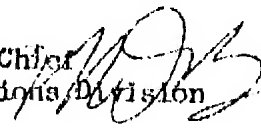


DEPARTMENT OF COMMERCE  
Bureau of the Census  
Washington 25, D. C.

OFFICE MEMORANDUM Gen-OD-s-59 (Rev.)

March 21, 1958

TO : Economic Operations Division Staff

FROM : M. D. Bingham, Chief  
Economic Operations Division 

SUBJECT: Revised Policy for Retention of Univac Tapes for Current and Trust Fund Programs

The following policy has been agreed upon for retention of Univac tapes from the categories described below, namely Current Surveys and Trust Funds. Any decisions which are required as a result of this policy will be made cooperatively by the Branch Chief of Machine Processing Branch, the Branch Chief of Programming Branch, and representatives of the subject matter Division.

A. Current Surveys

1. Program Tapes

- a. In order to overcome the difficulty of retaining obsolete programs, it will be the policy every month to print on computer digit each of the programs used. These programs will be labelled and placed in a permanent file. This does not include the standard sort and merge routines which are used in the programs. The master tapes (reference tapes) will be printed after each change and filed after proper notation.
- b. The current program tapes will be maintained in duplicate. Changes to these tapes are to be made by the personnel of the Programming Branch who will provide duplicate program tapes to the Machine Processing Branch. The second copy of these tapes will not be placed on a locator, except the second copy of the program tapes for the Current Retail Survey will be retained on a locator until this Survey has been revised in the near future.
- c. Annual Survey of Manufactures programs prior to 1954 will be released immediately. No printer copies of these programs will be required.
- d. Annual Survey of Manufactures after 1954 will use the criteria used in "a." and "b." above.

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## 2. Data Tapes

- a. The following tapes will be retained for the period of time indicated ("No. Tapes" indicates tapes per month):

<u>DESIGNATION</u>	<u>NO. TAPES</u> (Per Month)	<u>TO BE RETAINED</u>
<u>Current Retail</u>		
Difference Estimate (3-digit only)	3	18 Months
Unbiased Estimate (3-digit only)	2	18 Months
Register Tapes		
CML	2)	
LAS	2)	15 Months
Miscellaneous		
Previous Month Chrysler Estimate	1	60 Days
Final Area Sample Detail	1	15 Months
Table 3 Cumulative Summary	1	3 Months
Table 2 Cumulative Summary	1	60 Days
Tables 1, 1a, 1b and 2	4	60 Days
Binary Summary Tape	1	60 Days
<u>Current Wholesale Trade Survey</u>		
Register Tapes	2	15 Months
2-digit KB Final Estimate	1	18 Months
Miscellaneous		
2-digit Trend Tab.	1	3 Months
3-digit Trend Tab.	1	3 Months
<u>Annual Survey of Manufactures</u>		
Prior to 1954	15 Total	Indefinitely
<u>Annual Survey of Manufactures</u>		
Subsequent to 1954		
Final Tapes, Set 1, Industry by State by E.I.	25	Indefinitely
Set 2, State by 2-digit Industry by E.I.	30)	
Set 3, SMA by 3-digit Industry	30)	Until publication is completed
Tabulations	50	18 Months

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<u>DESIGNATION</u>	<u>NO. TAPES</u> (Per Month)	<u>TO BE RETAINED</u>
<u>Foreign Trade Exports</u>	(45 Tapes Annually)	Retain until decision on Foreign Commerce and Navigation - Retained on a cumulative basis, by quarter, so that the maximum retention at any time is 45 Tapes.
BCD Summaries	12	May be summarized after 12 months and released 3 months after completion of annual.
Cumulative "B" Tapes	5 Maximum	Retain for one year.
<u>Export Shipping</u>		
No. 2 Summaries	7	3 Months
No. 1 Summaries	10	18 Months
Annual No. 1 Summary	20 Annually	3 Months after completion of annual.
Annual No. 2 Summary	20 Annually	1 Year after runs are completed.

In addition to the tapes outlines above to be retained on the periodic basis indicated, the following procedure should be used in the releasing of other tapes:

Current Retail working tapes (approximately 200) will be available for release after completion of the Current Retail program for the current month.

Current Wholesale working tapes (approximately 40) will be released after completion of programs for that month.

Foreign Trade Export and Export Shipping working tapes (approximately 1,000 tapes) will be released in sufficient time to be used in the next month's operation. A major portion of these tapes may be released immediately after printing.

Annual Survey of Manufactures intermediate tapes (with certain exceptions) can be released after the final data file has been established.

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B. Trust Fund Programs

1. Program Tapes - Program tapes will be treated in a similar manner to Census program tapes with decision on retention being made immediately. Prior to the release of these tapes, the programs will be printed on the High-Speed Printer on computer digit.
2. Data Tapes - Data tapes will be retained for a period of ninety days after completion of the job. A statement to this effect will be carried on the estimate prepared by E. O. D. Any condition which will require retention of tapes beyond this ninety-day period will necessitate a supplementary estimate.

JAScharff;gse

Copies to: EOD Staff  
Central Files